



NEIGHBORS, SHORES & MORE

Mission Statement:

The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

www.harristownshipmn.org

Supervisor Dennis Kortekaas 326-1882
Supervisor Burl Ives 259-1279
Supervisor Ken Haubrich 327-1351
Supervisor Peggy Clayton 327-5513
Treasurer Becky Adams 259-1192
Clerk Cari Ann Alleman 244-1811
harristownshipclerk@gmail.com

REGULAR MEETING December 14, 2016 at 7:30pm AGENDA

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Consider approval of Minutes** –minutes from October 3 work session, October 12 regular meeting, October 17 work session, October 28 P & D, November 9 Regular meeting, November 30 P & D, December 7 work session.
3. **Business from the floor**
4. **Consent Agenda**
5. **Roads**
 - Construction- Glen would like the approval to pay the final bills for Hawkinson Construction and Deer River Trucking. (included in the bill list and email.)
6. **Recreation**
7. **Correspondence**
 - Board Action items:
 - Noteworthy items:
 -
 - Non-action items
8. **Old Business**
 - Election- copies of the verbiage for the ballot. Resolution for the election
 - Rink attendants
9. **New Business**
 - Newspaper add for vacancy for seat "e"
10. **Treasurer's Report** – dated December 14, 2016 (of November 2016 financials)
11. **Approve payment of bills** for November, 2016
12. **Public Input** (*please limit comments to 5 minutes*)
13. **Adjourn**

UPCOMING Events / Meetings

Mon Jan. 9 Itasca County Twp. Association Meeting.....	7:00pm Blandin Foundation
Wed Jan. 11 Regular Meeting.....	7:30pm Harris Town Hall
Wed Jan. 25 Planning & Development Meeting.....	7:30pm Harris Town Hall

Work Session
October 5, 2016, 7 pm
Minutes

Present: Supervisor Kelley, Supervisor Kortekaas, Supervisor Medure, Supervisor Haubrich, Supervisor Ives, Clerk Alleman

1. Pledge to the flag, followed by the reading of the Harris Township mission statement

- **Employee Handbook**
- Changes that are made are in red, the ones with red line through are deleted in the manual. Employee probation is 90 days with the 180 days for the probation period. Switched that... **Pg 7 change all the "A" to "their" on the page.** Is the maintenance supervisor in charge of all the employees? Employee standpoint need to be one person the employee's go through. Take out the "maintenance" out of the supervisor and put in "their designated supervisor."

See attached employee manual for changes made...

- **Facebook-** Who is going to be in charge of updating the page: who is administrator of the page? Clerk will be administering the page.
- Able to look at having an advantage to have the page administered by a company...
- No Politics, No foul language, no religion
- Can post only Town business and must be respectful,

Adjourn at 8:35 by Supervisor Kortekaas and seconded by Supervisor Haubrich

REGULAR MEETING
October 12, 2016 at 7:30pm
Minutes

Present: Ken Haubrich, Burl Ives, Jim Kelley, Dennis Kortekaas clerk Alleman, Treasurer Adams

1. Pledge to the flag, followed by the reading of the township mission statement - motion to approve the agenda with additions made by Supervisor Ives, Supervisor Haubrich passed by all.

2. Consider approval of Minutes from the Regular Meeting on September 14, the P&D Meeting on August 24, P&D Meeting on September 28, Work session September 26, Work session October 3. Motion to approve Supervisor Kortekas Seconded Supervisor Ives Motion to approve with changes Supervisor Kortekaas, seconded Supervisor Ives passed by all.

Bottom regular meeting looks likes rusted not trusted September 14 meeting. Period behind happen,
August 24 rec, residents "want" Mishawaka, "doing" inspections

3. Business from the floor

- Letter from resident- Brian Rajala (included in the packet)- quite unhappy about mailbox, notified by letter before project is done and opposed about the speed humps on Iselview, He is not a resident of Harris Township, he would not have received a letter if in the city of Grand Rapids city limits.

4. Consent Agenda

5. Roads

- Construction Update – not much changed on the submitted the different quantities, following up on planned quantities, Working on the punch list that include mailboxes and fog lines, some concrete has been done on the driveways, should have the final bill at the next regular meeting. We have some crack issue on Sunny Beach Road, it is not isolated to one spot, looks like a subgrade issue. It is not part of the major patch job that was done about 200 feet past this spot, corrected some smaller areas, probably some water inside the crack and moving inside the subgrade, some aggregate truck might have been more than the road could handle, hopefully a short term issue. The maintenance crew could do the crack sealing and wait until spring and see how it is. QAQC will be looking to make sure that the road surface is ok, how warm does it need to be to put on the sealant? Does surface temp on the asphalt make a difference? Would the warmest part of the day make a major difference? What happens if the problem still exists in the spring? Would we need to dig down 3 feet and fix the road? Would crack sealing or new pavement on this part be better, smooth driving is not an issue now, but once the freeze thaw freeze thaw will not improve it, it will become rough driving. The affected area is about 4X4 area, so time could help see where the bad pocket of the subgrade is there.
- Schmidt Road Metal Removal- update on bids- please see revised proposal- Casper will be purchasing the magnet and will do a time and materials. They will grade the road, run the magnet, grade the road, run the magnet, and should take about 3 hours (estimate). Should be better as they grade the road and motion to accept the new bid for the Casper's time and material made by Supervisor Ives, Seconded by Supervisor Kortekaas. Discussion: They will use a Skid steer, just bid what is written on the scope of work, worst case for the total \$375 to do the foreman with the pickup and the additional person and the last two hours' worth of work for the estimated work that need to be done. Passed by all. Time estimate, mid-October should be done. Supervisor Haubrich to get a hold of Casper to do the magnet at the same time they do the final grading. Or Supervisor Ives to talk to Lance.
- Highway clean-up- Wait until spring.

- Snowplowing of township roads- would like to have the maintenance crew do more snowplowing, would like the board to come up with a strategy to have them plow more, what roads for the township to plow and what the roads the county can do, and keep the maintenance crew busy for the winter season. We own two 1 ton vehicles both with plows, to plow parking lots and a couple of roads. We will look at getting out of so many miles of road, what happens if we need four or five private contractors who could move the snow out into the ditch more? Supervisor Kelley to check with the county to see where we are and to see if we can reduce the number of small dead end hard to turn around roads that would be easier to do with a truck rather than a big machine. We would need to know which road we would like the township to do, what are we trying to accomplish by keeping down the costs and to do and would need to identify ahead of time to see what roads we want to plow in the township, looking at a time frame of when we want to do it in the minutes that we want to have a work session to see the cost benefits of plowing certain roads by the township. Will need to set up a work session to talk about this. Motion to have a work session on the roads to be plowed by Supervisor Haubrich seconded by Supervisor Ives passed by all.
- Isleview speed humps- follow up with the resident who wanted to the speed humps and the sheriff department to see if it is possible to use the portable speed limit sign and more patrol on Isleview Road, Supervisor Ives will contact the resident.

6. Recreation-

Someone dumped a television and couch and several bags of garbage between the service center and the cemetery, and a deputy went to look and make a report and we haven't heard anything yet.

7. Correspondence

- Board Action items:
 - Update from Shaw and Shaw for the vacating of land- hearing set for October 25 at 2 pm addition to the letter.
 - GRPUC Interest survey- Harris Township board cannot fill it out, we cannot speak for our residents, pass as a board on this.
- Noteworthy items:
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- Non-action items

8. Old Business

- Employee Manual- done and we have the final copy.
- FEMA Meeting- update they are working on updating all of Itasca County flood zone.
- Tree Letter- response from lawyer- go ahead and use the letter.
- Flag Pole-Supervisor Ives brought forward... solar style and don't need an up light, limits the power we need to have, wait until spring or budgets, should be able to "reset" Table until February.
- Isleview Speed Hump- taken care of above.
- RE-Zoning letter- asked to write a very generic letter to the County and have the clerk "spruce" it up a little more and to send it out. Bring it forth at the P & D meeting on October 26. The planning commission meets the second Wednesday of the month, and the County Board meeting is the following Tuesday, to make a determination for the piece of property needed and probable won't approve anything right now. The clerk is Ok with the doing the letter and sending it out as fast as possible, board chair will need to sign the letter.

9. New Business

- P & D Meeting in November or December - Ok to move the P & D meeting to November 30 instead of the 16, Motion to move By Supervisor Kortekaas seconded by Supervisor Ives. No meeting in December for P & D.

- Town Hall Policy- Set hours of when people have the town hall. Might have a little more cleaning costs, when we have looked at the job, the caretaker position could turn into a scheduling nightmare. The issue behind the asking, if there was a board use for the day then we can use it. If we need the building for a meeting we can use the building and have first use. It would be nice to be able to rent it twice in one day. There hasn't been an issue with the renting of the hall, she comes in and tidies things up after each meeting too. The resident is \$50 and non-resident for \$100. Are we losing money or at a break-even point with cleaning and renting? It's a benefit to the residents and if the people are using and cleaning need to talk about the logistics of the system now. We want to be open to the residents of the township, they should be able to use it on the availability of the hall. If the renter wants to decorate needs to happen in the time allowed. Renter's responsibility to not damage the building, with the ceiling and walls where there is damage, if damage occurs you will be responsible to fix it. Caretaker will continue to get paid, hourly, is \$12 rate for the showing or cleaning. The majority of the time is spent cleaning from experience of mopping the floor and about 1.5 hours to do the floor. No more than 2 renters a day, and possible on Wednesdays to use in the morning, renting availability would be able to go forward. Put in Amber's hands to see how it will be rented and wanted to rent the hall twice in one day. Change the policy update to include the decorations do's and don'ts that the chair read. Motion to accept the changes to the town hall policy made by Supervisor Ives seconded by Supervisor Haubrich, passed by all.
 - Lease agreement- extension of the policy- take out the midnight and set the times and update agreement and include the shouldn't be any more than two rentals in a day and see she Amber gets to put in the parameters... basically you can rent for 24 hours and rate is 50 or you can rent it for 4 hours for 50 bucks. Motion to take out "Until midnight" on the lease agreement and number 2 add motion to users cannot put tape on ceiling or walls, made by Supervisor Ives, Seconded by Supervisor Haubrich passed by all.
- Ceiling in the town hall
- Cemetery Policy- Work session at 7 pm.
- Flyaway group- Meeting on October 25- contact the group about the meeting we have there on the 25, at 2 pm. – Supervisor Kortekaas will contact the flyaway club.
- Comp plan and IRRRB Grant- discussion to update the Comp plan, important to get the process started to get money in the budget this year and might not be there the next year. 2017 budget is set it would be 2018, matching 1:1 grant. Maybe look at the 2017 budget and see if there is money we can pull from somewhere else. There a need to update the comp plan now, or can it wait? It needs to be updated and it has been 5-6 years since it was done. Especially when it comes to re-zoning of commercial property. Maybe we could find some money to do it and if we can find the people to go and look at the comp plan who did it last time and getting an estimate to get the number so when we go and ask for the grant we have a number to ask for. John Bowers, did the last one and looking to see if he can edit our current one. Verbiage more up to date Supervisor Kelley to look into it and see what the cost estimate could be to update the plan.
- Fix the sign at Roger Bishop Memorial Field sign (Field is spelled wrong)- Fix the sign, have the maintenance crew fix the sign.
- Supervisor seat C- Pats seat, questioning if he can be on the school board with a town hall seat, clerk checked with MAT and the email said it was not a conflict as long as he was not on the ballot in the same calendar year. Emailed back the attorney and asked for a more detailed response. We are waiting on the official response for the attorney for the question of the seat. Emails are emails and we are asking for the letter on letter head from the attorney.
- ICTV- Email from director Jeff George about a webinar on road way right of ways, control & Compensation. It is on October 17 some of the loop hole might learn something from the webinar. Don't know of a cost.

10. Treasurer's Report – dated October 12, 2016 (of September 2016 financials) box on lower right showing it was closing of American Bank and Wells Fargo that O/S is outstanding balance. We are moving into the 4th quarter the road and bridge fund to pull money from the capital improvement fund knowing you have that on the budget and moving the any outstanding bills from Sunny Beach. We will

wait until all the bills are in before we move all the money. Motion to approve the treasurers report made by Supervisor Kortekaas seconded by Supervisor Ives passed by all. Discussion budget to actuals, waiting on the road bills and what the actual number are. Treasurer Adams is trying to deciding how much detail you want, and how you want them. Do you want to have paper or electronically, easiest on Becky, Lock the spreadsheet and have originals that everyone can work off of?

11. Approve payment of bills for September, 2016-Motion to pay the bills with taking out Medure monthly wage makes it \$38,000.07 made by Supervisor Ives Seconded by Supervisor Kortekaas passed by all.

Medure would like to not be paid the monthly salary until the issue has been resolved.

Bunes septic was outstanding and it was from pumping a grave side and why they see it in now?

12. Public Input *(please limit comments to 5 minutes) SEH might have the different person (Glen) for the next two weeks as Jayson is unavailable, return to the position back in May.*

13. Adjourn- Motion to adjourn at 9:17 pm by Supervisor Ives seconded by Supervisor Kortekaas

UPCOMING Events / Meetings

Wed Oct. 26 Planning & Development Meeting.....	7:30pm Harris Town Hall
Mon Nov. 14 Itasca County Twp. Association Meeting.....	7:00pm Blandin Foundation
Wed Nov. 9 Regular Meeting.....	7:30pm Harris Town Hall

**Work Session
October 17, 2016
minutes**

1. Pledge to the flag, followed by the reading of the Harris Township mission statement

2. Roads

Which ones should the township plow-Thoughts, the Township does not have any sanding equipment, and so anything we plow will not be sanded or salted. We changed employee handbook to eliminate the 8-4:30 so we have direction of the employees so we can ask them to be here at 4:30 am if needed in the work week of Monday-Friday. Outside of that would be time and a half on the weekends, it used to say an 8 hour day, and we might have to pay some over time. If there is nothing that said that if they come in at 5 am they work their 8 hours and then can go home; and who is going to be the designated person who is going to be calling them out? If you have to widen or scrape down the road, or hire a company who has the grader to do the road. There was 3 year period where the township plowed dead end roads. Those years we used an ASV with a plow and never had to wing it back. Davis road just the end, Vroman Road, Hughes, if they drift badly, will we be able to handle the road.

Breezy Lane, Nancy Drive, Metzenhuber, Bayview place, Root Road, Carol Street, Robinson Road, Wendigo Heights, Norway, Woodbine lane, Tolerick, Little Crystal Lane, Schmidt Road*, Melody, Woodland Park road, Forest View trail, Winston Taylor, Sunny Beach addition road, Sunny Lane, Verde Lane, Hauder, Davis Road, Sunset Lane, Sunset Drive, Pennela Road, Pine Crest, Wesleyan Drive, Westwood Road, Westwood Lane. This 5.84 miles at \$660 a mile. If we have the county plow, we might not save enough money to plow all the roads. If we did have them plow, we would have the truck maintenance to add in to the cost savings. The other side is what if there is not enough work for the two workers, and if we lay off one employee for the winter, why do we have two plow trucks? NO to the plowing...we would not save enough to pay for the plowing. Didn't talk about automatic purchase use or loose from the county.

3. Cemetery Policy-

Policy: Fees per grave, used to be resident non-resident, and it's not anymore now it's just a flat fee. Charging a non-resident the same I charge a resident for a grave site. What if they bought a lot and then moved away? We need to charge more for winter burials, we need to make sure that we are coving our costs, even if it's a weekend they show up after the funeral to fill in the hole. Compared the cost sheet to the City of Grand Rapids cost sheet. We are low on a lot of our prices, and the City of GR charges \$35 for setting a military foot stone. Harris Township does not charge anything. Decorations and flowers trees shrubs, do you see anything that is written today? We do allow flowers to be planted. April 1- Labor Day. Wish we had more trees, comes down to costs and do we still bury in the winter. Should we price for the spring/summer/fall vs winter, or a variable rate to see if we can recoup some of the costs. Cremation is on the rise, disinterment or reinternment should be \$150, not \$50. Full burial is m-f \$500 on Sat & Sun is \$650 during summer, winter burial M-F \$750 Sat & Sun-\$900. After hours instead of overtime. Over time costs occur after 3 pm and until 5:30 pm. Why have the overtime costs if we won't allow the burials after 3 pm? No burial allowed after 3 pm. Decision on the purchase price. Need to be higher at a price, should be quite a

bit higher, should we raise it year by year and should do it in increments. Should go to \$200-\$250 to start, and go up each year from there. Add a line to help with some of the costs.

Add reinternment to the disinterment same as the above Cremation should be \$100 instead of \$50, cremation disinterment and interment, add \$50 for reinternment same as price as above, summer \$100 winter \$200. No change to infants and military, change the cost of the graves...Rise the rate to \$250 for a grave.

Pamphlet- clean up after pets.

Adjourn 9:30 made by Supervisor Haubrich seconded by Supervisor Ives passed by all.

PLANNING & DEVELOPMENT MEETING
October 28, 2016 – 7:30pm
Minutes

Present were Supervisor Kelley, Supervisor Haubrich, Supervisor Ives Clerk Alleman, Treasurer Adams

1. Pledge to the flag

October 25, we had a public hearing in the vacating of land, we recessed the meeting at 2:20 PM in the absence of a quorum. We adjourned the meeting Planning and Development meeting at 7:32 pm October 26, 2016. The board then re-opened the closed meeting at 7:32 pm to the public. Mr. Andy Shaw addressed the board on the order of vacating a platted "right of way" that the statue 64.07 that the board granted and looked at. Mr. Jerry Ophoven representing the petitioners, vacating the 64.07 portion of Maiden lane and Crystal Lane, all notices were given and done in accordance with Statue 64.07 of the Statues of Revisor. Scott and Tanya Jackson in attendance tonight and the plot of land in question was supposed to be used to be a public access to Pokegama Lake. It does not have the potential to be used for a landing in the area. The DNR on 9/29/2016 stated they are not opposed to the vacating based on the lack of potential to use as a boat landing. The DNR would see this as a basis of vacating the plot of land, it would prevent the public from trying to land a boat and would save the area. Discussion: how would the land be divided and would be divided evenly between both of the neighbors? Ophoven mentioned it would go evenly between the two residents on the South and North sides of the parcel. Any for any opposed. Closed the public hearing made by Supervisor Ives seconded by Supervisor Haubrich, passed by all at 7:39 pm. The land is part of a bluff and is unusable for a boat landing or a walk in landing the parking is zero, this is probable the best use for the property, in section is as described as unusable and no access to the lake, and the elevation is not conclusive for the public; Boat landing. The resident's would use it for their private property. All have agreed to the vacating of the property. Motion to approve the vacating the Maiden lane made by Supervisor Haubrich seconded by Supervisor Ives passed by all. Please read the attached legal document to read the full legal description. Board does not wish to have a precedence in this vacating of the property, and is unique as the land is not usable for a boat landing as intended, and is a case by case basis, seconded by Supervisor Haubrich passed by all.

2. Business from the Floor

- Finished the closed public meeting about the vacating of land

3. Consent Agenda

- Resignation of Pat Medure- motion to accept the resignation of Pat Medure made by Supervisor Ives seconded by Supervisor Haubrich passed by all. Motion to have the clerk advertise again made by Supervisor Haubrich seconded by Supervisor Ives passed by all. Will be in the paper November 2 & 6th and the last can be notified by November 16, Interviews we can do on November 21st at 7 pm, motion made by Supervisor Ives, seconded by Supervisor Haubrich passed by all. ICTV anyone living in Harris Township please apply.

4. Roads

- Twp. Construction Updates- do have Hawk construction pay estimate number 2, \$19,621.85, will approve at the next meeting in November 9.

- Schmidt road magnet- Casper did grade it after the magnet got almost a gallon of metal from the road.
- Verde Culvert-Pictures 3 address the postal person were complaining about wash outs, Verde lane was at the intersection and the culvert is protecting the county road. A resident stated that drainage was fine until the gas line was boarded under the road and that is when drainage has become an issue.
- Roads the county will be plowing for 2016-2017-3 road and the road certification is at a zero or is that something that we need to bring them to certification is Katherine Ave. Nicholas Street, Wendigo Park circle. Lake view trail is not on the plow list for the county, it is on the other sheet, Kelley will check with the engineer to see about the certification and adding Lakeview Trail to the certification. Davis road is on the plowing list thought the Township was doing it, and maybe the County should plow it.

5. Recreation

6. Town Hall Report

- Review town hall report as prepared by town hall caretaker, dated 9/14/16- motion to approve town hall report, made by Supervisor Ives seconded by Supervisor Haubrich passed by all.
- Lights for the town shall and Supervisor Ives is meeting with the maintenance crew at 9 am 10/27/16 to start changing out lights.

7. Maintenance Report: 9/1-9/30/2016- more information all the time and weekly plans are coming still working with the information. Motion to approve made by Supervisor Haubrich and seconded by Supervisor Ives passed by all.

8. Old Business

- Employee manual- motion to approve the new employee manual by Supervisor Ives seconded by Supervisor Haubrich Passed by all.
- Class A census needs to happen with one employee who does not have a class "A" license and has 60 days to get it. Meeting to meet with the employees is when 11/21/16 at the Service Center, motion to have meeting at 12 pm at the service center with employees, made by Supervisor Haubrich seconded by Supervisor Ives passed by all.

9. New Business

- Vacating of road- hearing on Tuesday please see above.
- Old dugout at the service center so they are just sitting at the service center or if we should tear them down or repair them. Farmers would want to come and get them would have to sell or destroy them, if they are under a certain amount we don't have to get bids. One of the supervisors suggested they be used as storage. To be storing the equipment that should be, for storage with signs or pieces of equipment. Ives: if the board doesn't mind I will have someone call and see if they have interest to get them or purchase them. If not, crush them up and bring them to the dump, does the stuff being stored in them have somewhere else to be stored. Should we try to sell or destroy them? Supervisor Ives will let us know at the next meeting.
- 4 old LP Tanks that are the 100 lb tanks and would like to dispose of them somehow... no updated valve, did have them stored inside down at the cemetery and Bass Brook could possible take them. Motion to get rid of the tanks to Bass Brook made by Supervisor Haubrich seconded by Supervisor Ives passed by all.
- Question about vacating of land, roads that were platted in 1926; asked Andy Shaw, the board doesn't know if they are 33 feet wide, if they still are platted and they are not on our taxable roads do we want to see if we want to keep them. What is the proper process to petition or do we wait until the annual road meeting? There in the plat but not there in real life, and the owners are not being taxed; is kind of a free chunk of land to the landowners. All the property is plotted that way, but big chunks of land owners own it. Something to think about in the future

for Harris Township roads that are not being used... Supervisor Ives is going to be emailing Mr. Shaw about this issue.

- Budgets- draft budgets, Becky can dive deeper into them and the last page is receipts, the easiest ones are the as of end of September which is 3/4 of the year we are going. The checks from the county come in July and December and we have only received half of the money so far, and our over/short are the receipts showing. The amounts in the parenthesis are a good thing. Questions so () is more income then we have budgeted for, same concept adopted and a negative is a negative. Another thing to look at is the buckets and line items at the bottom, is the bigger deal to see where we are at with the budget. We have 5 supervisors and more training to have, office set up and meeting expense that was not budgeted for. Looking at the next page is road & bridge & equipment and know will be moving some of the money from the capital budget will be moved to help cover the expense with the road work on the Sunny Beach Road. We will go up with the new bill that came in, highlighted a couple of accounts that we are still cleaning up, and with everything we were able to move items around so they are no longer individual line items, cemetery fund and recreation fund are now in the budget number... recreation fund is under buildings and grounds for Wendigo and Crystal so all the parks were under one account, again looking at the big bucket items, as long as it is 75% it is doing good, no major changes of the last page and the rest are adjusted because we didn't get bonded. The supervisors should look them over and let Becky know of any questions they might have.

10. Public Input

- Pat Medure to return manual and keys and apologies for the inconvenient to the board.

11. Upcoming meetings/events

- Mon, Nov. 7 Itasca County Township Association Meeting..... 7:00 PM Blandin Foundation
- Wed. Nov. 9 Regular Meeting..... 7:30 pm Harris Town Hall
- Wed. Nov. 30 Planning & Development Meeting..... 7:30pm Harris Town Hall

12. Adjourn motion at 8:30 pm to adjourn made by Supervisor Ives seconded by Haubrich passed by all.

REGULAR MEETING
November 9, 2016 at 7:30pm
Minutes

Present are Supervisor Jim Kelley, Supervisor Dennis Kortekaas, Supervisor Burl Ives, Supervisor Ken Haubrich

1. Pledge to the flag, followed by the reading of the township mission statement

2. Consider approval of Minutes –will be done for the December 14 meeting.

3. Business from the floor

4. Consent Agenda

5. Roads

- Construction Update- Glen SEH. Will be here for several months, getting up to speed with the Sunny Beach Road from this summer. Glen doesn't have anything for the board tonight. Should have more information by the November 30 P & D meeting.
- Schmidt Road Metal Removal- update- It's been done and is great.
- Nancy Drive brushing- letters handed to the residents and motion to proceed to work for the brushing and continue with the work Supervisor Kortekaas seconded by Supervisor Ives passed by all.
- Plowing and county contract- talked to Grandy about the plowing... only thing we have to do to get certified is measure the road to make sure they are the same as the county. If we want to add Nicholas Drive to the plowing list we need to have a motion to approve the plowing of the Nicholas Road, plow it or close it are our options. If we don't plow it we need a resolution to close the road. Last year we barricaded the road and didn't plow it. It is a street and we have to have a resolution to have it closed. County would like to have the resolution. Wishes of the board; Resolution for the winter and have it closed for the winter. Ryan Sutherland from the county commented about the flashing lights at the intersection of Harris Road and the Wendigo Park road intersection. The flashing lights are for the safety of our residents and the county didn't have a problem having the flashing lights but would like a resolution to show that we are going to maintain the lights. The county didn't feel like they needed any lights at that intersection, but the township felt like it needed to be done. Communicate with them if we are going to take them down and to maintain the lights. Gary Rosato talked to the county about putting them up but the county didn't feel it was needed; we asked if we could put them up. Clerk Alleman to do up a resolution for the maintenance of the flashing lights at the intersection of Harris Town road and Wendigo Park Road.

6. Recreation

Docks are out, nets are down, and the portable toilets are gone until the lakes freeze.

7. Correspondence

- Board Action items:
- Noteworthy items:
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- Non-action items

8. Old Business

Old baseball dugouts- for sale- have someone who would like to purchase the out dug out, what are we talking about for price, and has the capability to move them. We can put them out there that we have these things. Put in the sealed bid, and put in the paper and ask for sealed bid, where

are they going to bring the bids? We can have the sent to the service center. Run it for a Sunday and a Wednesday paper. Motion to run the ad for the baseball dugouts and old Ip tanks in the newspaper Clerk Alleman to find out the minimum bid as the price of the newspaper add. Made by Supervisor Ives seconded by Supervisor Haubrich. Might have wood from the brushing, and have the wood to donate and have the public come and can contact the Sherriff department or DR Hired Hands.

Broad Band- The state threw out 5 of the applications out but have not heard if ours is still in the running. Looking for volunteers to help for the next time.

Propane tanks we have 4-

Employee manual approval- all updates have been done, motion to approve the manual as written made by Supervisor Haubrich seconded Supervisor Ives motion passed by all.

9. New Business

10. Treasurer's Report – dated November 9, 2016 (of October 2016 financials) motion to approve the treasurers report, made by Supervisor Kortekaas, seconded by Supervisor Ives, passed by all.

11. Approve payment of bills for October, 2016, asked to add our caretakers is \$332.24 for three months and adjust the Pera number to 1312.10 Fed withholding change to \$2351.55, changing the total to \$244,602.28 Motion to pay bills made by Supervisor Ives seconded by Supervisor Haubrich passed by all.

Question election supplies? Bonding supplies bought or rented? We rented from the county.

January is proposed tax notices from the auditor, June is election to election supplies from the rented equipment from the county.

Legal and accounting: used for the vacating of the land and bill for the employee handbook. Shaw- Lake View Trail resolution about \$6000 is the audit that is coming out of here, attorney fees for the bonding we were trying to do, and the Copier we purchased.

We are over on our engineering account, we are over on the road and bridge fun also. Why wouldn't that be under the road project itself, (engineering costs) one of the things to look at and to look at the capital money will be covering under the main road and bridge fund.

Telephones: we added a couple of mobile phones for the caretaker and clerk. Startup fees and cost of the phones.

Separate land lines for each of the warming shacks. They are on all year round when we only use them a couple months out of the year. To see if we can go to mobile phones, with the cost effective to see if we can hook it up off and start it up again. Treasure to look and see if we can see if we need them. I was mentioned for the safety to have them but cell phones are everywhere.

Tallies from the election, at the beginning the day 2086 and we had 162 new register votes, having a total of 2248, we had a total of 1929 who voted yesterday and had about 400 preregistered votes and have 1562 that came and voted for the day. We had about a 97% turn out for the Harris Township.

12. Public Input *(please limit comments to 5 minutes)*

13. Adjourn- motion to adjourn made by Supervisor Ives seconded by Supervisor Haubrich at 8:23 pm

UPCOMING Events / Meetings

Wed Nov. 30 Planning & Development Meeting.....	7:30pm Harris Town Hall
Mon Nov. 14 Itasca County Twp. Association Meeting.....	7:00pm Blandin Foundation
Wed Dec. 14 Regular Meeting.....	7:30pm Harris Town Hall

PLANNING & DEVELOPMENT MEETING
November 30, 2016 – 7:30pm
Minutes

1. **Pledge to the flag**- reading of our mission statement

2. **Appoint new supervisor** Peggy Clayton took the oath of office.

3. **Business from the Floor**

Steve Lavalier- here to have on record the 10+ acres on right side of 169 between Figgins and Ron's storage to have zoned commercial, would like to have approval to put this on the record. We have on record that it was approved for one buyer. Send an email when we have a public hearing, we will also have it in the newspaper, website, and Facebook.

Jeff Peterson just purchased a piece of property and is just looking to get rezoned to have on record that he would like to have and ask if we can expedite the comp plan to have it rezoned. Both sides in the new comprehensive plan will be able to be able to be zoned commercial just along the corridor of 169. If the landowner wants it.

John powers gave us a rough estimate of a 4 month estimate to be done with the comp plan. The most he thinks it would take.

4. **Consent Agenda**

5. **Roads**

- Twp. Construction Updates – Glen from SEH, culvert replacement Deer River Trucking was the contractor and the job has been completed. We were waiting to get the final quantities and have come to an agreement. First and final payment \$19,941.00 a little over the original bids and approve the payment and final for Deer River trucking. Will approve the bill at the December 14 meeting.

- Will bring the final payment for Hawkinson Construction, will be different as we have an agreement with them to have the final payment in 2017. Cracking in pavement by Flem residence east bound on Sunny Beach Road by the hill and will look at it in the spring. The subgrade was soft and there will need to be remedial work done in the spring, strange cracking across the paint line and would like SEH to take another look to see what is going on. Hawkinson Construction and Glen will look at again in the spring. In typical ways we would hold retainage but since the payment won't be done until spring its ok.

Question: overseeing the magnet and Schmidt road and if they are as far as we know done and the neighbor was happy and hopefully it was solved.

- Plowing was missing by a couple of roads, Lake View Trail, Alicia Place, maybe talk to the Forman in the district 4 and make sure they don't miss any of the roads in our Township. Supervisor Kelley and Supervisor Haubrich talked to the county, county is down to 1 road grader for district 4 and the grader was pulling out trucks when they were getting stuck... Township roads are at the bottom of the list they will do the county roads first. Communication between the county and township are easy to fix with talking to the Forman of district "Robo" call and just let of all of us know where they are at and let us know if emergency vehicles need to be able to get in and out. We need to have contingency plan to have all the roads plowed out. We have two plow trucks and they are not going to do much but go down and do a path on the road to help with the emergency vehicles in there? All roads are important and two of the supervisors went and drove all the roads and there are huge 6 inch ruts on some of the roads and if there is and medical emergency and our trucks go out and try to plow out something to get some paths done. We need to have a policy and be able to pull trucks or people to have the roads plowed. The county pulled all the foremen in and each district runs their own plowing routs and communication was the biggest problem with all the districts, they should be communicating with each other. The county is working on contingency plan if this happens again and they have been working on a plan to have emergency vehicles to be able to get in there. Possible to get reimbursed from the county and what about we plowed and what they plowed. We have a signed contract and have a clause

in there if we have to go out and plow we are able to charge them back. Make sure it would be just for Emergency purposes only. Set a date about when to talk about this again January 5 at 7 pm roads plowing motion made by Supervisor Haubrich seconded by Supervisor Clayton passed by all.

6. Recreation

- a. Fence at Wendigo Park, pipe on the top is bent and our crew can straightened out and will be able to fix it.

6. Town Hall Report

- Review town hall report as prepared by town hall caretaker, dated 11/9/2016 motion to approve the town hall report made by Supervisor Ives seconded by Supervisor Clayton passed by all.
- Lights are all one color and they have been switched out.

7. Maintenance Report: 10/1/16-10/31/16- Motion to approve the maintenance report, motion made by Supervisor Kortekaas seconded by Supervisor Clayton. The weekly planning is getting done little by little, but it's coming along and Decembers the board should start seeing the inspection check list for the parks and roads. Any feedback would be interested to hear, passed by all

8. Old Business

- Employee manual- new meeting time with employees- Monday the 12th of December 11-1, closed meeting with the employees. The meeting will be held at the Service Center.
- Comprehensive Plan- do we want to move forward with the grant being available from the IRRRB. Have an opportunity to do the comp plan. \$6210 is the estimate to do the comp plan to rewrite the comp plan. John Powers is the one who helped write the last one, and it is important to get it done. We want to show the community we want to get this done to show we want to move forward. The board needs to look at the 2017 budget to get this done. The initial cost is something we will get from Becky; we are talking with the original writer of the comp plan and all he is going to do is edit what we have and he would run the public meeting and have to attend 4 meetings. If we are going to shop for proposal or are we going to get back to Mr. Powers to get on his schedule to see when we could get this done? A lot of interest and move forward made by Supervisor Ives Supervisor Kortekaas seconded do we want to shop for prices or go back to Mr. Powers, unanimous the board decided to go forward with Mr. Powers.
- Donated land- the individual who wanted to donate a small piece of property, right now it is not going to happen.

9. New Business

- Resolution- closing Nicholas Road- motion to approve the Resolution no. 2016-007 made by Supervisor Ives seconded by Supervisor Haubrich will put up a barrier to close the road passed by all.
- Resolution- Flashing lights- motion to approve the Resolution no. 2016-008 made by Supervisor Haubrich seconded by Supervisor Ives passed by all.
- Harris Township has generally always been in the Source book. The Source Book is an informational guide to all the communities of Itasca County along with a lot of different information. I've attached the most recent ad for your review. We are looking for Space reservation today but have plenty of time to work on the ad. Questions: How much does it cost? Ives Haubrich we could pass on this make it smaller (Clayton) and have it on the Facebook page Supervisor Kortakaas and would like to see what it would cost for the current and have the size. Clerk Alleman to find out the cost and different sizes.
- Changing Township Elections to November- Time for Harris Township it has elections in November. The board would like to see this done before December 14 either ordnance form or a resolution. One reason is cost for county and township and better turn out in November. Most people don't remember its voting time in March. Supervisor Haubrich and Supervisor Kelley would also like to see the election in November. Supervisor Kortakaas mentioned that two seats will be voted on in March. Supervisor Claytons seat and will have to shorten or

lighten their terms and the new people who get voted in will have to understand this. When we approve and can we pass an ordinance without having a public meeting or putting it on the ballot. Meeting set for December 7, at 7 pm at Harris Town Hall to talk about the election.

- Cork message center- motion to purchase new cork board 32x48 505.00 plus shipping made by Supervisor Ives, seconded by Supervisor Haubrich passed by all.
- Volunteer Policy- After this exercise we went through with the survey for the internet getting done and nothing happened. A couple of supervisors made the choice to go and work on it themselves, and we run into the problem of communication. The supervisors cannot talk amongst themselves. It would be nice to have a volunteer policy to have people in the township be prepared to coordinate the volunteers so we don't miss opportunity for our township.
- News Letter- residents would like a newsletter... emails would be easier and between the printing and cost of mailing is over \$500 only email their newsletter and the question comes to who is going to do it. Ask the ladies who were doing it. Put a link on Facebook for emails addresses... Judy Myers and Cindy Martin will be doing the newsletter.
- Rink attendants- time to hire rink attendants... what have we done in the past we used express employment to do the hiring and employment agency. Do we need a reserve person or 3 need three people to the rinks? Hiring a group, like have the band director or choir directors something like that to help put the word out there. They put down the rink attendant for Harris Township. Needs to be at least 18 years old and need to have a basic knowledge of first aid. They should be able to shovel. Supervisor Kelley to call Gary Rosato to see the procedure in what we need to do. Supervisor Kelley will talk to Express Employment to get the ball rolling...
- Resignation letter of Burl Ives it will be effective December 14 after the meeting. Motion to accept the letter made by Supervisor Haubrich seconded by Supervisor Kortekaas passed by all. During the last round of interviews if they would be interested in the Supervisor Ives spot they can re-interview or keep the last interview or add any additional information. Supervisor E seat will be open only three months. It's a great opportunity to see if they want to run in March or if they don't. Motion to have meeting on December 7 at the town hall at 7 pm Motion made by Supervisor Ives Supervisor Haubrich seconded passed by all.

10. Public Input

- Roads Priorities to have it all possible... Sunny Beach got plowed 2 pm on Saturday take into consideration on the high traffic roads... high number count on Sunny Beach and Mishawaka Roads, and all the roads were horrible. The plow went in and plowed a road but backed out of the road, didn't do the width of the road.

11. Upcoming meetings/events

- Mon, Dec. 12 Itasca County Township Association Meeting..... 7:00 PM Blandin Foundation
- Wed. Dec. 14 Regular Meeting..... 7:30 pm Harris Town Hall
- Wed. Jan. 11 Regular Meeting..... 7:30 pm Harris Town Hall
- Wed. Jan. 25 Planning & Development Meeting..... 7:30pm Harris Town Hall

12. Adjourn – motion to adjourn at 9:15 pm made by Supervisor Kortekaas seconded by Supervisor Ives motion passed by all.

Work Session December 7, 2016 Minutes

Present: Supervisor Kelley, Supervisor Haubrich, Supervisor Ives, Supervisor Clayton, Clerk Cari Alleman, Treasure Adams

1. Pledge to the flag, followed by the reading of the Harris Township mission statement

2. Election- changing the election from March to November. Maybe to change the election at the town annual meeting. Vote of the electors at the next general election. Two ways of doing this... the board take the question on the ballot or have the electors come to us. Ordinances are longer to do resolutions are decisions and are made based on what they want to do, board or electors can change it back if they want to do it at a later date. The board would have to have a unanimous decision to move the election back. Then it would have to go back on the ballot. The oath would then be taken the first Monday in January vs 10 days after being elected. A Resolution generally states a position or policy of a city. An ordinance is more formal and authoritative than a resolution. The term limits currently are:

- Supervisor A 3/19
- B 3-17
- C 3/17
- D 3/18
- E 3/17

We have to get the terms on the every other year in the even years. We would have to go to the election to November would be... (every other year)

- Seat A 11/18 (4 year term)
- Seat B 11/20 (4 year term)
- Seat C 11/20 (4 year term)
- Seat D 11/18 (4 year term)
- Seat E 11/18 (4 year term)
- Treasurer 11/18 (4 year term)
- Clerk 11/20 (4 year term)

This would be the rotation and whoever is running for seat E would be running for a year and a half, and would need to know that.

If the treasurer would run again she wouldn't be up again until 2020. A two year term if we started to come to train someone who would be ready to take over if they could.

If you appoint you can set qualifications for the position and you can hire and fire if you need too. The clerk could go to 2020 and the treasure could be reelected in 2018. The treasurer needs to be someone who understand taxes, payroll, and all the finances for the township. Actively knowing that she is not going to be running again in 2018 and would like that it would be taken care of in 2018. If they are qualified and have experience and one person who does all the books for another organization and would wonder if he is interested in a treasurer position.

Call to adjourn motion by Supervisor Ives seconded by Supervisor Haubrich 8:05 pm. Passed by all.

Chairman Gary Rosato
28523 E. Harris Road
Grand Rapids, MN 55744
218-326-4704

Harris Township

SINCE 1909

www.harristownshipmn.org

Mission Statement:

The Harris Town Board strives to enhance the quality of life, protect the environment, and maintain economic stability for the residents of their community.

Supervisor Ken Haubrich 327-1351
Supervisor Dennis Kortekaas 326-1882
Supervisor Burl Ives 259-1279
Supervisor Jim Kelley 327-0317
Treasurer Becky Adams 259-1192
Clerk Cari Alleman 244-1811
harristownshipclerk@gmail.com



NEIGHBORS, SHORES & MORE

RESOLUTION # 2016-010

Harris Township
Itasca County, Minnesota

RESOLUTION DESIGNATING THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER AS THE TOWN GENERAL ELECTION DATE

WHEREAS, Minn. Stat. § 205.075 provides towns the option to designate the first Tuesday after the first Monday in November of either the even-numbered or the odd-numbered year as the date of the town general election; and

WHEREAS, the town board determines that changing the town's general election date from March to November serves the public's interest by aligning the town's election with the other November elections; and
or

WHEREAS, the town electors at the last annual town meeting adopted a resolution changing the town's general election date from March to November;

NOW, THEREFORE BE IT RESOLVED, that the [Board / Electors] of Harris Township, Itasca County, Minnesota does hereby designate the first Tuesday after the first Monday in November of even numbered years as the date of the town general election; and

BE IT FURTHER RESOLVED, that the designation shall take effect for the 2018 town election provided the electors vote to authorize the designation at the next town election; and

BE IT FURTHER RESOLVED, that the following plan shall be used to provide an orderly transition to the November election schedule by lengthening the terms of office:

1. The supervisor position that expires in March of 2019 shall be designated "Supervisor position A" and shall be extended so the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019 ;
2. The supervisor position that expires in March of 2017 shall be designated "Supervisor position B" and shall be extended so the position is up for election in November of 2020 and the person serving in the position will serve until the first Monday in January of 2021;
3. The supervisor position that expires in March of 2017 shall be designated "Supervisor position C" and shall be extended so the position is up for election in November of 2020 and the person serving in the position will serve until the first Monday in January of 2021;
4. The supervisor position that expires in March of 2018 shall be designated "Supervisor position D" and shall be extended so the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019;
5. The supervisor position that expires in March of 2017 shall be designated "Supervisor position E" and shall be extended so the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019;

6. The position of clerk that expires in March of 2018 shall be extended so the position is up for election in November of 2020 and the person serving in the position will serve until the first Monday in January of 2021;

7. The position of treasurer that expires in March of 2017 shall be extended so the position is up for election in November of 2018 and the person serving in the position will serve until the first Monday in January of 2019; and

BE IT FURTHER RESOLVED, that officers elected after the effective date of this resolution and approval of the town electors shall be elected for four year terms as provided in Minn. Stat. § 367.03, subd. 4; and

BE IT FINALLY RESOLVED, that the clerk is hereby authorized and directed to prepare the ballot question and take such other actions as may be needed to submit the question of adopting the November election date to the electors for a vote at the next town election.

Adopted this _____ day of _____, 20__.

By the _____ Town Board

Town Board Chair

Attested to by:

Town Clerk

OFFICIAL BALLOT

Judge

Judge

ITASCA COUNTY

STATE OF MINNESOTA

MARCH 8, 2016

TOWN ELECTION BALLOT
TOWN OF TROUT LAKE, MINNESOTA
MARCH 8, 2016

INSTRUCTIONS TO VOTERS:
To vote, completely fill in the oval(s) next to your choice(s) like this: ●

TOWN OFFICES

TOWN SUPERVISOR SEAT B
VOTE FOR ONE

DWIGHT KESSLER

JEANNE NEWSTROM

write-in if any

TOWN CLERK
VOTE FOR ONE

GWEN RUTHERFORD

write-in if any

TOWN QUESTIONS

To vote for a question, fill in the oval next to the word "YES" on that question. To vote against a question, fill in the oval next to the word "NO" on that question.

BALLOT QUESTION
WHETHER TO MOVE THE TOWN
ELECTION TO NOVEMBER

Shall the first Tuesday after the first Monday in November be designation as the date of the 2018 Township General Election?

YES

NO

TROUT LAKE TOWNSHIP

035000

Typ:01 Seq:0002 Sp:0

**NOTICE: FILING FOR
HARRIS TOWNSHIP OFFICE
TO BE APPOINTED**

Notice is hereby given to qualified residents of Harris Township, Itasca County, state of Minnesota, with proof of residency of Harris Township and interested in becoming a Town Board Supervisor should contact the Township Clerk beginning **Monday, December 19, 2016** for the following office:

Offices: Position E: Supervisor - Appointed until March of 2017

The filing period closes at 5:00pm, on Friday, December 23, 2016.

Please contact clerk Cari-Ann Alleman to make arrangements to file for office. She can be reached via email (preferred): harristownshipclerk@gmail.com, or via phone at 218-244-1811.

Cari Ann Alleman
Harris Township Clerk

Published December 18 & December 21, 2016
Posted December 14 2016

Posted 12/14/16